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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Central Intelligence

FROM : Executive for A & M

SUBJECT:

DATE: 22 January 1948

Payment to special consultants under the circumstances which you have indicated to me verbally must be accomplished in the following manner:

1. We will issue CIA letter orders authorizing the travel, per diem for expenses, and payment of \$35.00 per day for services in each case.
2. Each individual will have to sign
 - a. A no-strike affidavit,
 - b. An oath of office,
 - c. A tax return form.
3. We will need in each case the full name, address and birth date.
4. a. Reimbursement is authorized as indicated below:
 - (1) For consultant services, \$35.00 per day
 - (2) For expenses, \$6.00 per day
 - (3) For transportation, the actual cost.
b. It normally takes approximately two weeks to process vouchers and accomplish payment after services have been rendered.
5. We will need the name, address and birth date, together with the inclusive dates of consultant service for CIA as a basis for issuing orders. Upon receipt of this information, A & M will have all the necessary papers and vouchers prepared so that the consultants will have no responsibility other than to sign their names to the required papers.

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